

Information Technology and Computer Skills Training

WORD 2010 – INTERMEDIATE/ADVANCED

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$95.00

Course Content

Learners who attend this Intermediate/Advanced Level workshop will receive information to increase their proficiency in the following areas:

WORKING WITH GRAPHICS AND CHARTS

Inserting and Formatting Text Boxes

Adding Shapes

- How To Insert/Color An AutoShape Object

Inserting Pictures and WordArt

- How To Change A Picture Style
- How To Apply An Effect To A Picture
- How To Insert A WordArt Object

Creating Watermarks

Working With Objects And Illustrations

- How To Insert A Quote Or Sidebar
- How To Insert/Change SmartArt

Creating Charts

WORKING WITH STYLES AND AUTOMATING FEATURES

- How To Create/Apply Character and Paragraph Styles
- How To Create/Modify A Document Template
- How To Use AutoCorrect Options
- How To Use Quick Spelling/Grammar Correction
- How To Use A Building Block
- How To Automate Tasks With Macros

CREATING A MAIL MERGE AND LABELS

- How To Select The Document Type
- How To Select The Recipients
- How To Add Records To The Data Source
- How To Write Your Letter
- How To Preview Your Letter
- How To Perform A Mail Merge
- How To Insert Merge Fields
- How To Use If...Then...Else Fields
- How To Change The Format Of The Merged Data

Creating Mailing Labels

- How To Create Mailing Labels
- How To Locate A Data Source For Mailing Labels
- How To Arrange The Content Of Labels
- How To Complete The Mailing Labels

WORKING WITH COLUMNS

- How to Create Columns
- How to Format Columns

WORKING WITH ONLINE FORMS

- How to Create Online Forms.
- How to Insert Content Controls
- How to Prepare the Form for Distribution



Visit our website at www.training.oa.mo.gov to find
other technical and computer training programs.